

2004 ADA / ABA GUIDELINES

Brief Summary of Requirements on Key Items

- Signs for Door Identification must be located on latch side (703.4.2). If the door is double, place on right side. Braille must be located below text, no less than 3/8" from any other tactile characters and from raised borders. (703.3) Tactile letters on signs will have their *baseline* between 48 and 60 inches above finish floor (703.4.1)
- Visual characters and their backgrounds shall have a non-glare finish. Characters must be either light on dark background, or vice versa. They can be uppercase, lowercase, or a combination of both. Form of characters must be conventional, neither italic, highly decorative or unusual. Character proportions must be such that the letter "O" has a *minimum width* of 55% and a *maximum width* of 110% of the height of the letter "I" (in uppercase). See 703.5.1 through 4.
- Character height and viewing distance must comply with table 703.5.5 (attached). See some table applications below:
 - 3" letter height is good for 23 ft of viewing distance (if height is between 70" and 120")
(or for 21 ft if height is greater than 10 ft)
 - 4" letter height is good for 31 ft of viewing distance (if height is between 70" and 120")
(or for 29 ft if height is greater than 10 ft)
 - 6" letter height is good for 47 ft of viewing distance (if height is between 70" and 120")
(or for 45 ft if height is greater than 10 ft)
 - 8" letter height is good for 63 ft of viewing distance (if height is between 70" and 120")
(or for 61 ft if height is greater than 10 ft)
- Stroke thickness, measured by the letter "I" must be between 10% and 30% of the character height. Spacing between *baselines* of separate lines of characters within a message must be within 135% and 170% of the character height. Spacing between individual characters shall be between 10% and 35% of the character height. See 703.5.7 through 9.
- Pictograms or symbols must have a minimum *field* (height of the picture's background) of no less than 6 inches. Both pictogram and field must have a non-glare finish and the picture must be light against a dark field, or vice versa. Any text or descriptions must be placed below the pictogram field. See 703.6.1 and 2, and 703.7.1

Table 703.5.5 Visual Character Height

Height to Finish Floor or Ground From Baseline of Character	Horizontal Viewing Distance	Minimum Character Height
40 inches (1015 mm) to less than or equal to 70 inches (1780 mm)	less than 72 inches (1830 mm)	5/8 inch (16 mm)
	72 inches (1830 mm) and greater	5/8 inch (16 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 72 inches (1830 mm)
Greater than 70 inches (1780 mm) to less than or equal to 120 inches (3050 mm)	less than 180 inches (4570 mm)	2 inches (51 mm)
	180 inches (4570 mm) and greater	2 inches (51 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 180 inches (4570 mm)
greater than 120 inches (3050 mm)	less than 21 feet (6400 mm)	3 inches (75 mm)
	21 feet (6400 mm) and greater	3 inches (75 mm), plus 1/8 inch (3.2 mm) per foot (305 mm) of viewing distance above 21 feet (6400 mm)